



INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

We make Indiana a cleaner, healthier place to live.

Frank O'Bannon
Governor

Lori F. Kaplan
Commissioner

100 North Senate Avenue
P.O. Box 6015
Indianapolis, Indiana 46206-6015
(317) 232-8603
(800) 451-6027
www.in.gov/idem

December 6, 2002

Hazardous Waste Generators and
Treatment, Storage, and Disposal Facilities

Re: 2002 Annual Manifest Report
Reporting Requirement Reminder

Dear Generators and TSD Facilities:

This is a reminder of your reporting requirement. **The 2002 Annual Manifest Report is due March 1, 2003.** The Annual Manifest Report is required under Indiana statute IC 13-22-4-3.1. All Indiana hazardous waste Small Quantity Generators (SQGs), Large Quantity Generators (LQGs), and Treatment, Storage, and Disposal Facilities (TSDs) are required to submit a report each year which summarizes the waste their facility shipped off-site or received from off site during the preceding year. Enclosed with this reminder you will find your Hazardous Waste Handler Identification form.

If your facility acted as a SQG or LQG during **any one calendar month** of 2002 or you were an active TSD Facility, you are required to submit the Annual Manifest Report for waste activities that occurred during 2002.

CESQGS, NON HANDLERS, OUT OF BUSINESS

- ♦ If your facility did not meet the definition for either a large or small quantity generator or a TSD facility no report is required. For generator status definitions, see page 3 of the Annual Manifest Report instructions.
- ♦ **HOWEVER**, each year the Office of Land Quality (OLQ) sends reminders to all facilities listed in our records as being subject to the reporting requirements. If your facility receives this reminder, you **must** respond in order to inform us that your facility is no longer subject to the reporting requirement.
- ♦ The enclosed Hazardous Waste Handler Identification form (Form ID) should be used to make this notification. The Hazardous Waste Activity Generator boxes should be marked clearly to indicate what the "Current" status (2003) of the facility is as well as the "Previous (report) year" status (2002).

FORMS AND INSTRUCTIONS

Forms and instructions for the Annual Manifest Report are not enclosed in this packet. They may be obtained from OLQ's web site listed below. Please read all instructions thoroughly before you attempt to complete the report. You should download all of the forms and instructions that pertain to your facility, complete the required forms, and send them to IDEM at the address listed in the instructions and at the end of this letter. If you need to receive a hard copy of the forms and instructions please contact one of the staff listed below.

ELECTRONIC REPORTING

Electronic reporting is available and is the preferred method of reporting. Instructions for electronic submittals are posted to the web site. If you chose to submit your report electronically, you still must submit the enclosed ID form in hard copy.

WEB ADDRESS: www.in.gov/idem/land/hazwaste/manifest/amr.html

On our web site you will find: background information about the reporting requirement, this reporting reminder, a fact sheet about hazardous waste reporting requirements, the Annual Manifest Report instructions, the

Off-Site Shipment form (OS form) required to be completed by generators, the Waste Received form (WG form) required to be completed by TSD Facilities, and information about the electronic reporting option.

HANDLER IDENTIFICATION FORM

Enclosed with this reminder is the Hazardous Waste Handler Identification form. This form displays the site specific identification information about your facility that is currently in the IDEM records. This form should be evaluated for accuracy, signed and submitted with the rest of the report.

NOTE: *Submittal of the Handler ID form alone DOES NOT fulfill the reporting requirements if the facility is a Large Quantity Generator, Small Quantity Generator or a TSD Facility. See report instructions for complete details.*

If you did not receive a Handler ID form, you should contact one of the OLQ staff listed below to obtain one.

NON-HANDLERS OF HAZARDOUS WASTE

If you were not a large quantity generator, small quantity generator, or treatment, storage, or disposal facility at any time in 2002, you are not required to submit the Annual Manifest Report.

HOWEVER : If you received this report reminder, the OLQ database lists your facility as either LQG, SQG, or TSD. This means we will be expecting the Annual Manifest Report from you. Even if you are not required to file either report, you **MUST** respond to our notice by returning the "*Hazardous Waste Handler Identification Form*" and indicate your correct generator status for both the reporting year (2002) and the current year (2003) so that we may update our records.

NOTE: *Some handlers may have changed status during the report year to conditionally exempt generators, non-handlers of hazardous waste, or may have gone out of business. These handlers will still receive the report reminder and should complete the report if during any one month during 2002 they acted as a LQG or SQG.*

ASSISTANCE

If you need a hard copy of the Annual Manifest Report forms and instructions sent to you, if you have any questions about downloading the forms and instructions, or need help with the electronic reporting software, please e-mail (preferably) or call one of the following OLQ staff listed below. Please read all instructions thoroughly before attempting to complete the Annual Manifest Report.

Michelle Weddle	mweddle@dem.state.in.us	317-233-4624
Jenny Ranck Dooley	jrdooley@dem.state.in.us	317-232-8925
Marilyn Hansen	mjhansen@dem.state.in.us	317-232-7956
Heather Draschil	hdraschi@dem.state.in.us	317-232-1234
Tauna Earl	tearl@dem.state.in.us	317-233-0068
Shannon DeBaun	sdebaun@dem.state.in.us	317-233-1521

MAIL REPORT FORMS TO:

Indiana Department of Environmental Management
Office of Land Quality
Facilities Data Analysis Section
PO Box 6015
Indianapolis, Indiana 46206-6015

Sincerely,



Michelle Weddle, Environmental Manager
Office of Land Quality
Facilities Data Analysis Section

Enclosure